



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111

JOB OPPORTUNITY **Number 04-186**

WISCONSIN ARMY NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 25 October 2004	CLOSING DATE: 8 November 2004
POSITION: Automotive Worker Supervisor, Position Description Control Number 40069000, WS-5823-9	LOCATION: FMS #14, Wisconsin Rapids, WI
SALARY RANGE: WS-9, \$23.06 to \$26.89 per hour	TYPE OF APPOINTMENT: Excepted - Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>
PROJECTED TO FILL ON OR ABOUT 1 JANUARY 2005.

*** ELIGIBILITY/NOTES ***

MILITARY MEMBERSHIP REQUIREMENTS: This position is only open to Warrant Officers or Enlisted personnel currently employed within the Surface Maintenance Office. Must be a U.S. citizen. Veteran's preference does not apply to positions in this agency. **Military Grade:** The minimum grade to avoid grade inversion is E-7, maximum grade is CW4. Upon appointment, selectee must be eligible (DA Pam 611-21) to be assigned to one of the following compatibility: for Warrant Officer is DFM 14 and 91, for Enlisted is CMF 14, 31, 33, 51, 63, 88 and 92.

- ? The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- ? Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- ? Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- ? Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- ? **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*** REQUIRED QUALIFICATIONS ***

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. **General Experience:** Experience which demonstrates the candidate's ability to instruct subordinates in work requirements and difficult operations/repairs; to plan schedules and sequence of operations; determine availability of materials and equipment, and maintain reports and records. Candidate must possess a valid Wisconsin driver's license. **Specialized Experience:** Must have Thirty-six (36) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Ability to repair and instruct on the restoration/replacement of major components and assemblies, such as engines, transmissions and differentials for equipment within the organization.
- b. Ability to work closely and effectively with other activities which may be involved in the problems to be resolved.
- c. Ability to develop technically adequate plans for a complex operation.
- d. Ability to secure agreement without causing friction, to understand other person's position, and to resolve conflicts.

POST ALL JOB OPPORTUNITIES TO THE UNIT BULLETIN BOARD

Substitution of Education for Specialized Experience: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

Evaluation Method: All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

Brief Description of Duties and Responsibilities: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completions. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material is available when needed. Coordinates work with other units. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Takes informal corrective action on conduct or performance problems. Ensures that regulations governing safety are observed.

*** **HOW TO APPLY** ***

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- ? Announcement number and title of the position for which you are applying.
- ? Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
- ? Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detail duty description.
- ? A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
- ? **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all of pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
- ? For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To insure credit for education you must include a copy of your transcript(s).
- ? Applicants should include a DMA Form 181 or Standard Form 181.
- ? Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- * Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail fedhrfeedback@wi.ngb.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HR no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: SMO

POST ALL JOB OPPORTUNITIES TO THE UNIT BULLETIN BOARD